**Non Profit Video Information Sheet**

**Name of your Non Profit Group:**

**Contact Name:**

**Phone Number:**

**Email:**

Have you made an initial phone or email contact with the client\_\_\_\_\_\_ **(insert deadline)**

Do you have a verbal agreement with the client to produce the video? \_\_\_\_\_\_ **(insert deadline)**

Date of first client meeting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(insert deadline)**

Have you written first draft of the script and had it approved by instructor? \_\_\_\_\_\_**(insert deadline)**

Has the first draft of the script been approved by your client? \_\_\_\_\_\_\_\_ **(insert deadline)**

If revisions were necessary, did the client approve the revised script? \_\_\_\_\_\_\_\_\_ **(insert deadline)**

What day(s) have been scheduled for video recording? **(insert deadline)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**

If shooting off campus during school hours, have field trip forms and driver’s insurance form been turned into Assistant Principal’s office? \_\_\_\_\_\_\_\_\_\_\_\_

Is the first draft of the edit complete?\_\_\_\_\_\_\_\_\_ **(insert deadline)**

Where is it stored?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has client approved edited project?\_\_\_\_\_\_\_\_ **(insert deadline)**

Has DVD or Quicktime file been delivered to the client? \_\_\_\_\_\_\_\_\_\_ **(insert deadline)**